



**State of Vermont**  
**Vermont Department of Education**  
120 State Street  
Montpelier, VT 05620-2501

## **INFORMATION FOR APPLICANTS WHO HAVE COMPLETED POSTSECONDARY EDUCATION OUT OF COUNTRY**

Dear Applicant:

Thank you for contacting the Vermont Department of Education's Office of Educator Licensing. You have indicated that you have completed your postsecondary education outside of the United States. Your process begins with these three steps. After you have completed these steps we will be able to determine your licensing route to becoming a Vermont educator.

### **Step 1**

Vermont educator licensing regulations require that those who have completed their academic preparation outside of the United States must have their credentials evaluated by a credentials evaluation service. Please select one of the following to order a Credentials Report:

**Academic & Credential Records  
Evaluation & Verification Service  
(ACREVS)**  
1776 Clear Lake Ave.  
Milpitas, CA 95035  
Tel: (866) 583-4834  
Fax: (510) 252-0876  
[www.acrevs.com](http://www.acrevs.com)

**American Association of Collegiate  
Registrars and Admissions Officers  
(AACRAO)**  
PO Box 3665  
Culver City, CA 90231-3665  
Tel: (310) 258-9451  
Fax: (310) 342-7086  
[www.ierf.org](http://www.ierf.org)

**Center for  
Educational Documentation**  
PO Box 199  
Boston, MA 02117  
Tel: (617) 338-7171  
Fax: (617) 338-7101  
[www.cedevaluations.com](http://www.cedevaluations.com)

**Educational Credential  
Evaluators, Inc.  
(ECE)**  
PO Box 514070  
Milwaukee, WI 53203-3470  
Tel: (414) 270-6333  
Fax: (414) 289-3411  
[www.ece.org](http://www.ece.org)

**Globe Language Services, Inc.**  
Evaluation Service  
319 Broadway  
New York, NY 10007  
Tel: (212) 227-1994  
Fax: (212) 693-1489  
[www.globelanguage.com](http://www.globelanguage.com)

**Joseph Silny & Associates**  
7101 SW 102 Avenue  
Miami, FL 33173  
Tel: (305) 273-1616  
Fax: (305) 273-1338  
[www.jsilny.com](http://www.jsilny.com)

**International Education  
Research Foundation**  
PO Box 3665  
Culver City, CA 90231-3665  
Tel: (310) 258-9451  
Fax: (310) 342-7086  
[www.ierf.org](http://www.ierf.org)

**World Education Services**  
Bowling Green Station  
PO Box 5087  
New York, NY 10274-5087  
Tel: (212) 966-6311  
Fax: (212) 739-6100  
[www.wes.org](http://www.wes.org)

**Note** Vermont requires two (2) types of foreign transcript analysis:

- General Evaluation, and
- A Course-By-Course Evaluation

You must request both of these analyses. Please request that an official copy of the results be sent from the organization to: Vermont Department of Education, Office of Education Licensing, 120 State Street, Montpelier, Vermont 05620-2501. **Next, you must immediately complete Step 2!**

### **Step 2**

- Send a cover letter with your name, address, and Social Security Number to the Office of Educator Licensing, requesting that the department perform a transcript analysis when your Credentials Report is received in our office.
- State which organization is conducting the Credentials Report and the date the review was requested.
- Submit \$40.00 (US Funds) for this review. Make checks payable to the Vermont DOE Licensing Office.

If you have followed Step 1 and Step 2, we can begin your review as soon as the report is received. Incomplete requests will be returned to the applicant.

### **Step 3**

Vermont licensing policy also requires that you show study in the following areas. This study may have been included in your college education, U.S. citizenship classes or other forms of study. You must provide evidence of:

- General knowledge of American history and culture.
- Coursework in the education of the exceptional child (special education).

Please contact us at [doe-licensinginfo@state.vt.us](mailto:doe-licensinginfo@state.vt.us) or at (802) 828-2445 if you have any questions.

The Office of Educator Licensing and Professional Standards  
Vermont Department of Education  
120 State Street  
Montpelier, VT 05620-2501